



THE CALIFORNIA STATE BOARD OF EQUALIZATION

Executive Director



UNIQUE OPPORTUNITY

The California State Board of Equalization (BOE) is seeking an experienced, established leader with a solid breadth of administrative and organizational management expertise and tax policy experience to become the new Executive Director (ED). The Executive Director serves as the primary liaison to the five-member Board, representing the Board on statewide, national, and international tax issues, and is accountable for the success of the BOE in fulfilling its mission.

The mission of the State Board of Equalization (BOE) is to serve the public through fair, effective, and efficient tax administration.

– BOE's Mission Statement

CALIFORNIA STATE BOARD OF EQUALIZATION

Created in 1879 by a constitutional amendment, the BOE was initially charged with responsibility for ensuring that county property tax assessment practices were equal and uniform throughout the state. In 2008-09, BOE-administered taxes and fees produced \$48.4 billion to provide essential services for the people of California. BOE administered programs provided approximately 35 percent of the annual revenue for state government and \$8.5 billion in essential funding for counties, cities, and special districts.

Currently, the tax programs administered by the BOE are concentrated in three general areas:

- **Sales and Use Tax** - The Sales and Use Tax Department is responsible for administering California's state, local, and district sales and use tax programs, which provide more than 80 percent of Board-collected revenues.
- **Property Taxes** - The Property and Special Taxes Department administers three major property tax programs: the State-Assessed Property program; the Private Railroad Car Tax program; and the Timber Yield Tax program.

- **Special Taxes** – Includes Environmental Fees, Excise Taxes and Fuel Taxes

The Board's five members serve concurrent four-year terms as the nation's only elected tax commission. Their popular election ensures that the Board's tax program administration remains directly accountable to the people. Four members are elected by district. The fifth member, the State Controller, is elected at-large and serves in an ex-officio capacity. All terms expire in January 2011.

BOE-administered revenues support hundreds of state and local government programs and services, including schools and colleges, hospitals and health care services,

criminal justice, correctional, and social welfare programs, law enforcement, consumer services, natural resource management, and transportation and housing programs.

In addition to administering key state revenue programs, the BOE plays a critical role with regard to California property taxes. Further, it acts as the appellate body for franchise and income tax appeals.

For further information about the State Board of Equalization, see its Website at: www.boe.ca.gov.

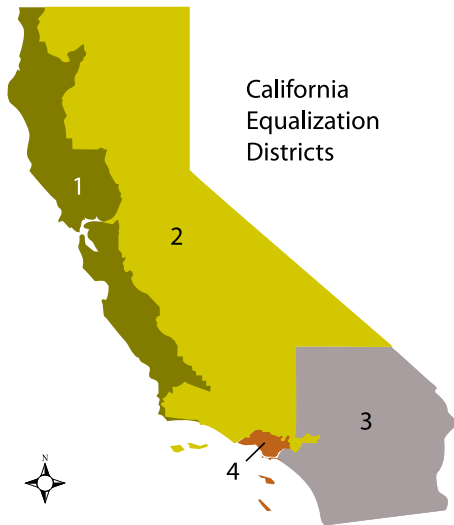
THE POSITION

As a key representative for California, the 8th largest economy in the world, the Executive Director serves as the leader in developing and implementing tax policies.

Under direction of the Board, the Executive Director will have a wide variety of roles and responsibilities, including (but not limited to) the following:

- Leads and provides strategic direction to over 4,000 BOE employees located in California, New York, Chicago, and Houston
- Develops and implements tax policies for carrying out the Board's functions as defined by the State





California
Equalization
Districts

Constitution, statutes, judicial decisions, legal opinions, and rules of regulatory or quasi-judicial bodies

- Leads the execution of agencywide initiatives, and develops and administers BOE programs, policies, and procedures with respect to the administration of tax programs under the jurisdiction of the BOE
- Develops the Board's annual budget for presentation to the Department of Finance for inclusion in the Governor's Budget
- Represents the Board before the Legislature, its committees, the Administration, federal, state, and local governmental entities, and professional, industry, or technical associations

The Executive Director manages an operating budget of approximately \$408 million.

THE IDEAL CANDIDATE

It is anticipated that the new Executive Director will be a highly competent and experienced professional with a demonstrated track record of successful managerial accomplishments. Qualified candidates will be expected to understand national and international

trends in taxation and their impacts on California and work well within the political environment. Candidates should have a high level of integrity and be inclusive, transparent, and engaging with constituent groups while providing credibility within the tax community.

Qualified candidates for this position are expected to bring broad administrative or organizational management experience with oversight of the formulation, operation, and/or evaluation of program

policies. In a governmental setting, this experience will have been gained in a position equivalent to a minimum of a Career Executive Assignment (CEA) Level 3. In private industry, experience will have been as the CEO or equivalent of an organization with at least 2,000 employees.

In addition to the previously stated requirements, the BOE is looking to attract individuals who also possess the following knowledge, characteristics, and competencies:

- Knowledge of the organizations and functions of California State Government including the organization and practices of the

Legislature, the Executive Branch, the budget process, and the state merit system

- Strong understanding of taxation, taxpayer rights advocacy, tax policy, and tax administration
- Ability to manage the work of the Board's multidisciplinary professional and administrative staff
- Strong negotiating skills
- Ability to analyze organizational structure, systems, and procedures and to identify opportunities to improve and implement changes
- Familiarity with automation technology, including the ability to manage the implementation and administration of state-of-the-art technology projects
- Experienced in preparing short- and long-term program plans, including related implementation reporting programs
- Possesses a high level of initiative, dependability, tact, sound judgment, and adaptability
- Maintains very high ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others
- Is outgoing, has excellent communication skills, and is able to work effectively with diverse groups of people





COMPENSATION AND BENEFITS

The current annual salary range for the Executive Director is **\$142,965 – \$150,112**. Placement within the stated range will be based upon the selected candidate's experience. As an employee of the State Board of Equalization, the Executive Director also receives a comprehensive benefit plan including, but not limited to:

- Health
- Vision
- Dental
- Basic Group Life Insurance
- Long Term Disability Insurance
- Group Legal Services
- Defined Benefit Retirement Plan
- 401 (k) Plan and 457 Deferred Compensation Plan
- Leave Benefit Program
- State or Non-Industrial Disability Insurance
- Relocation reimbursement allowance and transit and ride share reimbursement programs

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter, including indication of current

salary, and the names of five work-related references, directly to:



Kim Valenzano
CPS EXECUTIVE SEARCH

241 Lathrop Way
Sacramento, CA 95815

Tel: 916 / 263-1401

Fax: 916 / 561-7205

Email: resumes@cps.ca.gov

CPS Website: www.cps.ca.gov/search

BOE: www.boe.ca.gov

The filing date for this position is Friday, October 22, 2010.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in early November. Candidates deemed most qualified will be reported to the Board Members. Selected candidates will be invited to participate in interview and selection activities with the Board Members. A thorough background investigation and reference check process will take place simultaneously. Following these initial selection activities, the Board Members will conduct a closed session meeting to confer and decide on the top candidate. Immediately following the closed session, the top candidate will be offered the position by the Board in open session.

